

28 August – Revision 1 of 9/5/02; Approved on 25 September 2002 Conference Call

Report of the FTCP Conference Call of 28 August 2002 at 1:30 – 2:45 p.m. EDT

The Scheduled Agenda for this Call (Agenda Revision 2 of 8/15/02):

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens and Mr. Poe
3. Report of Completion of Safety System/Technical Oversight SME Lists – Led by Mr. McGuire
4. Review of the 2002-2 Phase II Assessments including the SME Reviews of the Phase II - Led by Mr. West/Ted Wyka
5. Update on FTCP actions – Led Mr. West
 - a. Report of the Completion of the 2002 FTCP Report
 - b. FTCP FY 2002 Action Plan Items Due Within 30 Days
 - c. Discussion of the Status of the Work Force Analysis Report – Led by Mr. Poe
 - d. Discussion of the FTCP FY 2003 Annual Action Plan DRAFT for September 2002 Approval and Signature – Led by Mr. West
 - e. Update/Discussion of FTCP Manual Revision input status
6. Report of the Completion of the STSM Course, developed and hosted by SRS - Mr. McGuire
7. Report of the Status of other Concerns, Issues, or Items from July – Led by Mr. West
 - a. Investigation of OLC technical courses – led Mr. West
 - b. Status of the FTCP Web page – led Mr. West/Mr. Wyka (www.ftcp.org)
 - c. Status of the TQP Technical Program Manager FAQs – Led by Ms. Manning and Mr. Mellington, with Mr. N. Brown
8. Approval of July Conference Call Report (Rev 1 as of 8/1/02) – Led by Mr. West
9. Discussion for the next FTCP Conference Call in September 2002 and the potential next FTCP Face-to-Face Meeting – Led by Mr. West
 - a. Tentative dates for the September Conference Call are Wednesday, either 9/18 or 9/25
 - b. Next scheduled FTCP Face-to-Face Meeting at Washington DC DOE HQ on Thursday, 14 November, 2002 in Forrestal GH-035.
10. Summary of Conference Call and Review of Action Items – Led Mr. West

Results and Report of the Call

1. Roll Call: Mr. West, the FTCP Executive Secretary, conducted a roll call at 1:30 p.m. The majority of Sites were represented.

2. Opening Remarks: Mr. R. Schepens, the FTCP Chairman opened the call and thanked the FTCP Members for their participation, and started the discussions for the Conference Call. Mr. R. Poe, the FTCP Vice-Chairman, was not able to attend this Conference Call.

Mr. West relayed Mr. Poe's request to remind all of the Agents that he still needs several Site inputs for the Work Force Analysis; all inputs were to have been submitted by last month. Mr. West encouraged all to complete their inputs and submit them as soon as possible, and he proposed that the FTCP leadership consider either submitting what was available now and then

updating the information, or delaying the completed submission until all inputs were received; these proposals will be considered by the FTCP leadership in September.

Discussions

3. and 4. Report of Completion of Safety System/Technical Oversight SME Lists Update; and Review of the 2002-2 Phase II Assessments including the SME Reviews of the Phase II – Led by Mr. McGuire: Mr. McGuire led the discussion by thanking the Agents for their inputs. He said that the Subject Matter Experts (SMEs) who perform oversight of Site Safety Systems were signed for forwarding to the Field and the DNFSB by Mr. Schepens on 14 August 2002.

Mr. McGuire stressed the need for all of the Sites to ensure that this SME information is provided to all of the Facility Representatives (FRs), management, and the SMEs to ensure the effective utilization of these SME lists; additionally he emphasized the need to keep the information current as a set of living and usable documents.

Mr. Schepens added that he was working at ORP to ensure that their lists were properly distributed and utilized, by enclosing them in a memorandum to the ORP with a summary of the overall expectations of the roles and responsibilities associated with their use and maintenance.

Mr. McGuire then stated that the DNFSB representatives had recently utilized these lists during their visits to Oak Ridge and PANTEX. At both sites, the DNFSB representatives received mixed results, indicating that these lists had not yet been effectively distributed for use.

Mr. DeLoach of the DNFSB questioned the lists that included some entries for the categories of vacancies labeled “NI.” Mr. McGuire stated that this indicated a vacancy that would be filled by either existing personnel, or cross-training, or by the possible use of a support service contractor. Those that are labeled “VN” indicate a vacancy for which there were no immediate plans to fill. Mr. DeLoach summarized some examples of these vacancies that the DNFSB saw at Amarillo, Kirtland, Los Alamos, Nevada, Y-12, Oak Ridge EM, PANTEX, and Paducah. He said that the DNFSB is concerned about the collective DOE plans to effectively address these vacancies.

Mr. Schepens said that the FTCP will work with the Field Sites to continue to address the deficiencies and to work to fill them; “these lists are a start . . . providing more information than was available before . . . and the FTC P will continue to work to identify deficiencies and to correct them, and to improve . . .” Mr. Palmer, representing the NNSA, added that under the Mr. Morrow’s leadership, the NNSA was now working to reinstitute the Core Technical Group (CTG) to assist in addressing these vacancies and helping to meet the needs of the complex.

Mr. Schepens added that after his review of the information, he felt some of the Site lists were very complicated and may be difficult to manage. He emphasized that each of the Sites needs to be able to discuss, explain, and manage their lists effectively. After some discussion, he said that the FTCP may address DNFSB concerns by having appropriate members of the FTCP available to discuss and explain their respective lists.

Additionally, some discussion followed about the concern of the perceived rigor of the SME qualifications when compared to the rigor expected for the Facility Representative (FR)

qualifications. Mr. West again emphasized that these issues are also germane to the submissions of the Work Force Analysis information to address the identified needs and gaps. Mr. West stated that this would also be a topic for the next Conference Call.

5. Update on FTCP Actions – Led by Mr. West. Mr. West led the discussion of these items by summarizing the current status and asking for any additional status or updates from the Agents.

5. a. Report of the Completion of the 2002 FTCP Report: Mr. West stated that he now had all of the comments and recommendations after the review of the draft by the FTCP Agents, and that he would soon complete the final report for signature by Mr. Schepens in September.

5. b. and c. FTCP FY 2002 Action Plan Items Due Within 30 Days; and Discussion of the Status of the Work Force Analysis Report: Mr. West again stated that other than the items that are already on track, the only due or overdue items in the next 30 days is the completion of the submissions of the Work Force Analysis information to Mr. Poe.

5. d. Discussion of the FTCP FY 2003 Annual Action Plan DRAFT for September 2002 Approval and Signature: Mr. West stated that he now had all of the comments and recommendations after the review of the initial draft of the FTCP FY 2003 Annual Action Plan by the FTCP Agents, and that he would soon complete the final draft for review and then for its completion for signature by Mr. Schepens by October.

5. e. Update/Discussion of FTCP Manual Revision input status: Mr. West stated that he now had all of the comments and recommendations after the review of the draft by the FTCP Agents, that he was now working on the update of those Chapters of the Manual related to the changes in the DOE HR and Human Capital programs and that he would soon complete a final draft for the review by the FTCP Agents. This is on track for the FTCP proposed schedule to have the Manual Revision entered into the DOE Directives change system by December 2002.

A recommendation was proposed that the initial review of the final FTCP Manual Revision could possibly be done report in conjunction with any reviews required by the DOE Directives change system, however subsequent discussion resulted in the decision that the FTCP Agents want to review the final draft revisions prior to submission for DOE review and approval. Additionally, the discussion indicated that this may provide a good initial trial use of the new FTCP Web Page Site, as a method to post the draft and collect the FTCP Agents' comments and recommendations.

6. Report of the Completion of the STSM Course, developed and hosted by SRS by Mr. McGuire: Mr. McGuire reported that the August SRS-hosted STSM Course was a tremendous success. They had 12 participants for this course, 8 from SRS and 4 from other Sites and Headquarters. The course included working sessions, discussions, examinations, and individual assistance as needed. He said it was a challenging course, and all of the students did not complete all of the sections or pass all of the examinations, however the results were very favorable and this course could and should be used as a model for additional training efforts as possible.

These positive sentiments were seconded by Mr. Arango who had attended the Course. Ms. Ingram, from Oakland, and several others asked about the possibility to make such a course available in an on-line capacity, however, Mr. S. DeClue, who had led the SRS development and implementation of this course, said that this would probably not be effective since much of the strength of the course was in the personal, one-on-one availability of the SRS SMEs and the STSM students for the material.

The FTCP Agents congratulated SRS for the completion of this course and thanked Albuquerque for their STSM Study Guide that was used as a basis to assist in the course implementation.

7. Report of the Status of other Concerns, Issues, or Items from July – Led by Mr. West: Mr. West led the discussion of these items by summarizing the current status and asking for any additional status or updates from the Agents.

7. a. Investigation of OLC technical courses – led Mr. West: Mr. West stated that he is continuing to investigate the status of the OLC course opportunities and options being proposed by the “PRIMEDIA Corporation” for FR and Technical Qualification (TQ) Courses and he will report the results of his efforts to the FTCP.

7. b. Status of the FTCP Web Page – led Mr. West/Mr. Wyka (www.ftcp.org): Mr. West and Mr. Wyka reported that the FTCP Web Page was now fully operational and working well. They encouraged all to look at the page, provide inputs, and work to keep it updated and effective by providing noteworthy news, qualification updates, and other information as applicable for its use. Mr. West stated that he would provide some additional information on the status of the technical intern programs for the Web Page.

7. c. Status of the TQP Technical Program Manager FAQS – Led by Ms. Manning and Mr. Mellington, with Mr. N. Brown: Ms. Manning and Mr. Mellington reported that they are working on a first draft for the Technical Program Manager qualification and they expect to have this initial draft completed in September. Several others recommended that they investigate and use the guides and tapes prepared in the past by the Albuquerque Central Training Academy (CTA), and Ms. Manning said that she would investigate this and report to the FTCP on the possible actions and costs associated with their use and updates.

A very lengthy discussion followed on the status of the Technical Program Manager qualifications and the comparison with the status of the DOE OECM Project Manager qualifications.

Mr. Brown reported that he had investigated the OECM effort and he felt that “it may fall short” of the technical expectations for the requirements and rigor to meet the needs of a truly technical qualification program, particularly in the areas of the required educational degrees and in the safety item requirements. He said that the OECM was concerned that their effort should not be overly technical in order to meet their project management requirements, although it did include some basic familiarization requirements for items such as ISMS and ORR/RAs.

After considerable discussion by many of the Agents on the history of this qualification program, the status and merits and needs of the OEMC effort, and the efforts of several Agents at their own Sites, it was decided that the FTCP under the lead of Mr. Blackwood and his staff, with the assistance of Mr. Brown, would investigate the possible options to perhaps utilize the basic OEMC effort with the addition of specific addendums to address the technical and safety requirements needed to make it a sound technical qualification. In that format the DOE could then possibly have a basic project manager qualification that would be supplemented by additional technical and safety qualification requirements in order to meet the FTCP expectations for a technical qualification program. Several possible options and alternatives were discussed, however it was also decided that this item would be discussed again during the next FTCP Conference Call after some additional investigation of the OEMC effort was completed.

8. Discussion and Approval of the July Conference Call Report (Revision 1 as of 8/1/02) – Led by Mr. West: Mr. West led the discussion and the report was approved without changes or comments or corrections.

9. Discussion for the next FTCP Conference Call in September 2002 – Led by Mr. West: After a brief discussion it was decided that the next FTCP Conference Call would be held Wednesday, 25 September at 2:00 – 3:00 p.m. EDT. Mr. West will promulgate the agenda in September. The next scheduled FTCP Face-to-Face Meeting will be at Washington DC DOE HQ on Thursday, 14 November, 2002 in Forrestal GH-035; this will be discussed in more detail during the next Conference Call.

10. Summary of Conference Call – Led by Mr. West: Mr. West briefly summarized the planned October “kick-off” of the Career Intern Program (CIP) and said that more information would be promulgated, however the limitations of travel funding may limit the participation for that October meeting.

Mr. Schepens asked if there was any other new business or concerns, and there was none. He then praised the efforts of the FTCP while stating that “. . . we need to continue to improve and continue forward . . . we need to identify a path forward for the SME gaps through the use of cross-training or new hires or the use of support service contractors . . .”

Mr. West then quickly summarized the call and reminded all to complete their Work Force Analysis submissions to Mr. Poe as soon as possible. He added that specific topics for the September Conference Call will include the discussion of the Work Force Analysis, a continuation of the discussion of the SMEs and the rigor of their qualification programs, and the FTCP FY 2003 Annual Action Plan. The call was then adjourned at 2:46 p.m.

Approval of this Report of the 28 August 2002 FTCP Conference Call: Approved as submitted without changes or corrections on 25 September 2002 Conference Call.